



UNITED STATES MARINE CORPS

U.S. MARINE CORPS FORCES, CENTRAL COMMAND
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MACDILL AIR FORCE BASE, FLORIDA 33621-5101

MARCENTO 1700.1

G-1

SEP 05 2006

U.S. MARINE CORPS FORCES, CENTRAL COMMAND ORDER 1700.1

From: Commander, U.S. Marine Corps Forces, Central Command
To: Distribution List

Subj: REQUEST MAST

Ref: (a) MCO 1700.23

Encl: (1) Request Mast Procedures

1. Situation. As directed by the reference, this Order establishes the Request Mast Program for U.S. Marine Corps Forces, Central Command.

2. Mission. To establish the U.S. Marine Corps Forces, Central Command Request Mast program and ensure that all personnel are familiar with the Request Mast policy and procedures.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) It is my intent for all Marines assigned to U.S. Marine Corps Forces, Central Command, to fully understand the Request Mast program. Proper knowledge of this program will ensure Request Masts will be heard without delay.

(b) While a Marine's Request Mast issue may not be resolved to his or her satisfaction, every Marine assigned to U.S. Marine Corps Forces, Central Command, will be afforded the opportunity to address the issue with the Commander.

(2) Concept of Operations

(a) Request Mast is the principal means for a Marine to formally communicate a grievance to, or seek assistance from, his or her chain of command and commander. The process does not include those outside the official chain of command, such as subordinate officers or SNCOs/NCOs.

(b) Marines applying for Request Mast in good faith may do so without fear of reprisal or prejudice to their interests.

(c) Request Mast is not intended to be used for the purpose of harassment, avoiding duty, or intentionally interfering with the Commander's ability to carry out the functions and mission of the command.

SEP 05 2006

(d) Once a Marine has indicated his or her desire to Request Mast with the Commander; NCOs, SNCOs, and officers subordinate to the Commander will make no effort to delay the Request Mast process in order to solve the problem themselves. They will focus their efforts on making the Marine available to the Commander.

(e) Request Mast will be conducted at the earliest reasonable time. In general, there should be no more than one working day delay at any level of command. Commanders will hear emergency cases as soon as initially submitted.

(f) Commanders shall make every effort to provide Marines with an opportunity to request mast in person. If a personal appearance is not practical, the Commander shall respond in writing to the Request Mast with an explanation of why a personal appearance was not practical.

(g) The Commander, with whom a Marine has requested mast, will forward to the next higher commander those Request Masts deemed to be legitimate grievances or requests for assistance which are beyond the Commander's authority to resolve.

(h) Enclosure (1) provides instructions for requesting mast.

b. Tasks

(1) Assistant Chiefs of Staff and Section Heads

(a) Ensure all personnel are familiar with the Request Mast policy and procedures.

(b) Prominently post this order on all bulletin boards.

(2) Assistant Chief of Staff, G-1. Monitor each Request Mast issue presented by an officer to ensure it is resolved in a timely manner.

(3) Sergeant Major/Senior Enlisted Advisor. Monitor each Request Mast issue presented by an enlisted Marine to ensure it is resolved in a timely manner.

5. Administration and Logistics. Request for changes to this order will be made via the Headquarters Company.


6. Command and Signal

a. Command. This order is effective the date signed.

MARCENTO 1700.1C

SEP 05 2006

b. Signal. This order is applicable to all members of the Total Force assigned to Commander, U.S. Marine Corps Forces, Central Command.



GARY S. SUPNICK
Chief of Staff

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SEP 05 2006

REQUEST MAST PROCEDURES

1. The Request Mast must be submitted in writing, using NAVMC 11296, enclosure (3) of the reference, via the chain of command to the commander with whom Request Mast is desired.

2. Instructions for preparing the Request Mast application.

a. The form may be typed or handwritten in ink.

b. Complete all sections of Section I only. Clearly state the problem and requested remedy.

c. Sign and date the application where indicated in Section I only.

d. Submit the application via the chain of command. If the Marine does not wish to disclose the nature of the Request Mast to anyone other than the Commander he or she may place it in an envelope marked "To be opened by the Commander only."

3. For assistance in preparing the Request Mast enlisted Marines should contact the Sergeant Major, or the senior enlisted Marine present. Officers should contact the Assistant Chief of Staff, G-1.

4. Request Mast chain of command.

a. Commanding Officer, Headquarters Company, U.S. Marine Corps Forces, Central Command.

b. Chief of Staff, U.S. Marine Corps Forces, Central Command

c. Commander, U.S. Marine Corps Forces, Central Command

5. The following instructions apply if a Marine requests mast with the immediate commanding general:

a. The Marine will prepare a complete written statement covering the reasons for requesting mast. Supporting documents should be attached to the statement. The statement may also include a list of witnesses with a summary of the expected testimony of each witness. The statement must include a summary of responsive action taken by each commander in the chain of command with whom the Marine has communicated his or her problem.

b. Each intermediate commander, to whom the Marine reveals the Request Mast subject, will provide a written statement as to his or her understanding of the Request Mast subject and his or her responsive action. Each statement will be added to the Request Mast prior to the Marine communicating the Request Mast subject to the next commander.

SEP 05 2006

c. If the Marine has not revealed the subject of the Request Mast to the other commanders in the chain of command, the Marine must include an explanatory statement. The Marine may place the Request Mast in an envelope marked, "To be opened by the Commanding General only.

d. When establishing internal Request Mast procedures, the Commander may authorize a Request Mast to be reviewed by the local command inspector. In these situations the following considerations apply:

(1) A command inspector may not respond to, nor deny, a Request Mast on behalf of the Commander, but may make appropriate recommendations pertaining to the Request Mast to the Commander.

(2) Any lawful communication made to a command inspector will also constitute a protected disclosure under the Military Whistleblower Protection Act. Therefore, in addition to the protection afforded to a Marine for exercising his or her right to request mast under U.S. Navy Regulations, the reference, and this Order, further protection is afforded to the Marine under 10 U.S.C Section 1034, Military Whistleblower Protection.

6. The Marine requesting mast will make a written statement on the Request Mast, or an attached sheet, indicating that he or she has had the opportunity to communicate directly with the commanding officer and has been informed of any actions to be taken by the commander conducting the Request Mast.

7. If a Request Mast addressed to a higher commander is resolved at a lower level, the Marine will make a written statement on the Request Mast, or an attached sheet, indicating that he or she is satisfied with the action taken at the lower level and has chosen to voluntarily withdraw the Request Mast. This statement will be made by the Marine and a witness.

8. A Marine confined in correctional facilities has the right to request mast. A Request Mast marked, "To be opened by the Commanding Officer/Commander only." Will not be opened by correctional facilities personnel.

Enclosure (1)